UNITED NATIONS

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United Nations Conference on Trade and Development

Distr.
GENERAL

TD/365/Add.1
1 April 1996

Original : ENGLISH

Ninth session
Midrand, South Africa
27 April 1996
Item 6 of the provisional agenda

ADOPTION OF THE AGENDA

Organization of work of the Conference

Note by the UNCTAD secretariat

The present note contains suggestions for the organization of work of the Conference. It should be noted that in the timetable for the Conference (Annex II), other meetings and parallel events have been included to enable delegations to see at a glance various activities that will be taking place at the Gallagher Estate Conference and Exhibition Centre, Midrand, during the period of the Conference.

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ORGANIZATION OF WORK OF THE CONFERENCE

1. The annotated provisional agenda for the Conference has been circulated in TD/365.

Opening of the Conference and election of the President

2. The 240th (opening) plenary meeting of the Conference will be opened on Saturday, 27 April 1996, by the head of the delegation (Colombia) from which the President of the previous session had been elected. The purpose of the opening meeting will be to proceed with the election of the President of the ninth session of the Conference.

Inaugural Ceremony

3. Following the opening of the Conference, the Inaugural Ceremony, including the High-level Segment, will also be held on Saturday, 27 April. Full details will announced in the first issue of the Journal of the Conference.

Establishment of sessional bodies

4. At its twelfth executive session, the Trade and Development Board recommended, in accordance with rule 62, that the Conference establish a Committee of the Whole to consider and report on matters referred to it by the Plenary, and to establish other bodies, such as drafting groups, should this be called for.

Allocation of items

5. Also at its twelfth executive session, the Trade and Development Board recommended the following allocation of items:

Plenary
Items 1 to 7, 9 and 10

Committee of the Whole
Item 8

6. It is understood that the Plenary will accommodate the general debate and all other matters requiring action by the Conference, in addition to the adoption of the outcome of the Committee of the Whole. In discharging its functions the

Committee of the Whole may wish to follow working methods similar to those followed at the twelfth executive session of the Board . The Committee may, as necessary, establish drafting groups during the second week of the Conference in order to finalize its work.

7. For details of the items allocated to the Plenary and the Committee of the Whole, see annex I.

Ministerial Roundtables

8. As recommended by the Board at its twelfth executive session, the Ministerial Roundtables will take place each morning prior to the Plenary sessions (30 April to 3 May 1996). The specific themes for the roundtables will be announced prior to each session in the Journal of the Conference.

Parallel events

9. Several parallel events are scheduled to take place in conjunction with the Conference. (see annex II).

Meetings facilities and timetable for the Conference

10. A proposed timetable for the Conference is contained in annex II to the present document. It is understood that the timetable may have to be adjusted in the light of developments.

11. The official hours of the Conference will be 9:30 a.m. to 1:00 p.m. and 3:00 p.m. to 6:00 p.m. During the general debate (Tuesday, 30 April to Friday, 3 May) evening Plenary meetings will be held from 6:30 p.m. to 8:30 p.m.

12. It is recommended that full use be made of all meeting facilities throughout the Conference and that presiding officers be encouraged to enforce strict starting and closing times for meetings.

Control and limitation of documentation

13. In the light of the note by the Secretary-General of the United Nations on the control and limitation of documentation (A/AC.172/INF.15, of 16 August 1993), and in view of the current economic measures, delegations are requested to have with them their copies of essential documents throughout the Conference and to keep requests for additional copies to the minimum.

Annex I

Allocation of items

PLENARY

1. Opening of the Conference

2. Election of the President

3. Establishment of sessional bodies

4. Election of Vice-Presidents and the Rapporteur

5. Credentials of representatives to the Conference:
   (a) Appointment of the Credentials Committee
   (b) Report of the Credentials Committee

6. Adoption of the agenda

7. General debate

9. Other business

10. Adoption of the report of the Conference to the General Assembly.

COMMITTEE OF THE WHOLE

8. Promoting growth and sustainable development in a globalizing and liberalizing world economy

   Meeting the challenge of maximizing the developmental impact of globalization and liberalization, while minimizing the risks of marginalization and instability. Towards this end, the Conference will deal with the following topics:

   (a) Development policies and strategies in an increasingly interdependent world economy in the 1990s and beyond

      (i) Assessment of the development problematique in the current context

      (ii) Policies and strategies for the future

   (b) Promoting international trade as an instrument for development in the post-Uruguay Round world

   (c) Promoting enterprise development and competitiveness in developing countries and countries in transition

   (d) Future work of UNCTAD in accordance with its mandate; institutional implications

ANNEX II

Tentative Timetable of Meetings

Friday 26 April to Monday 29 April 1996

Friday, 26 April	Saturday, 27 April	Sunday, 28 April	Monday, 29 April
10.00 a.m. Pre-Conference Meeting of Senior Officials (opening) - Procedural and organizational arrangements for the Conference (TD(IX)/PCM/Misc.1; TD/365; and TD/365/Add.1)	**9.15 a.m.** Plenary Opening of the Conference (Election of the President) **10.00 a.m.** Inaugural Ceremony President of the Host Country, UN Secretary-General and Heads of States	**10.00 a.m.** Eighth Ministerial Meeting of the Group of 77 (opening)	**8.30 a.m.** Parallel Event Exec. Symp. on Trade Efficiency **10.00 a.m.** 7th Raúl Prebisch Lecture Parallel Event Exec. Symp. on Trade Efficiency
		1.00 p.m. - 2.30 p.m. UNCTAD technical assistance presentation	
3.00 p.m. Pre-Conference Meeting of Senior Officials (close)	**3.00 p.m.** High-level Segment Round Table UN Secretary-General with Heads of Agencies (UNCTAD, IMF, World Bank, UNDP, WTO)	**3.00 p.m.** Eighth Ministerial Meeting of the Group of 77 (contd.)	**3.00 p.m.** Round Table: Development Strategy and Management of the Market Economy Parallel Event Exec. Symp. on Trade Efficiency

Tentative Timetable of Meetings (continued)

Tuesday 30 April to Saturday 4 May 1996

Tuesday, 30 April	Wednesday, 1 May	Thursday, 2 May	Friday, 3 May	Saturday, 4 May
9.30 a.m. Plenary Procedural matters (TD/365 and Add.1) **11.00 a.m.** Ministerial Round Table Parallel Event Exec. Symp. on Trade Efficiency	**9.30 a.m.** Ministerial Round Table **10.30 a.m.** Plenary General Debate (contd.) Cttee. of the Whole (contd.) (TD/367) LDCs Meeting of Ministers	**9.30 a.m.** Ministerial Round Table **10.30 a.m.** Plenary General Debate (contd.) Cttee. of the Whole (contd.) (TD/367) Parallel Event Africa Connect	**9.30 a.m.** Ministerial Round Table **10.30 a.m.** Plenary General Debate (contd.) Cttee. of the Whole (contd.) (TD/367) Parallel Event Africa Connect	**10.00 a.m.** Parallel Event Africa Connect
			1.30 - 2.30 p.m. TRADE POINT: UNCTAD technical assistance presentation	**1.30-2.30 p.m.** ACIS & ASYCUDA: UNCTAD technical assistance presentation
3.00 p.m. Plenary General Debate (opening) Cttee. of the Whole (TD/367) Parallel Event Exec. Symp. on Trade Efficiency	**3.00 p.m.** Plenary General Debate (contd.) Cttee. of the Whole (contd.) (TD/367)	**3.00 p.m.** Plenary General Debate (contd.) Cttee. of the Whole (contd.) (TD/367) Parallel Event Africa Connect	**3.00 p.m.** Plenary General Debate (contd.) Cttee. of the Whole (contd.) (TD/367) Parallel Event Africa Connect	**3.00 p.m.** Parallel Event Africa Connect
6.00 p.m. Plenary General Debate (contd.)	**6.30 p.m.** Plenary General Debate (contd.)	**6.30 p.m.** Plenary General Debate (contd.)	**6.30 p.m.** Plenary General Debate (closure)	

Tentative Timetable of Meetings (continued)

Monday 6 May to Saturday 11 May 1996

Monday, 6 May	Tuesday, 7 May	Wednesday, 8 May	Thursday, 9 May	Friday, 10 May	Saturday, 11 May
10.00 a.m. Drafting Group I Drafting Group II UNCTAD Seminar	**10.00 a.m.** Drafting Group III Drafting Group I UNCTAD/UNEP Seminar	**10.00 a.m.** Drafting Group II Drafting Group III Contact Group	**10.00 a.m.** Contact Group Consultations	**10.00 a.m.** Contact Group	**10.00 a.m.** Closing plenary
1.30-2.30 p.m. TRAINS: UNCTAD technical assistance presentation	**1.30-2.30 p.m.** DMFAS: UNCTAD technical assistance presentation	**1.30-2.30 p.m.** TRAIN FOR TRADE/TRAINMAR			
3.00 p.m. Drafting Group I Drafting Group II UNCTAD Seminar	**3.00 p.m.** Drafting Group III Drafting Group I UNCTAD/World Bank Seminar	**3.00 p.m.** Drafting Group II Drafting Group III Contact Group	**3.00 p.m.** Contact Group Consultations	**3.00 p.m.** Contact Group	